

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
www.cdcr.ca.gov

HEALTH RECORD TECHNICIAN II (SUPERVISOR)
Final Filing Date: Continuous



OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) and Supplemental Application to:

By mail with:
Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person with:
Department of Corrections and Rehabilitation
Selection Services Section
1515 “S” Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application(s), please do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Health Record Technician II (Supervisor) can be downloaded from the State Personnel Board’s website at www.spb.ca.gov or CDCR’s website at www.cdcr.ca.gov

HOW TO APPLY AT SAN QUENTIN STATE PRISON ONLY Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application

SALARY RANGE(S) Salary for Adult Institutions as of September 1, 2006:

\$3,578.00 - \$3,911.00 per month - This salary range includes pay increases approved by the United States District Court and applies only to Health Record Technician II (Supervisor) appointed to all Adult Institutions and Division of Health Care Services.

Base salary (as of July 1, 2006):

\$2,854.00 - \$3,470.00 per month

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program

MINIMUM QUALIFICATIONS Either I

Two years of experience in California state service performing the duties of a Health Record Technician I.

Or II

Four years of increasingly responsible medical or health records experience performing a variety of tasks including at least two years of coding, indexing, and abstracting health data. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

Education Requirements: Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION
PLAN

This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:**
1. Basic medical terminology, human terminology and human anatomy
 2. Health record systems and methodology used by health facilities
 3. Classification of morbidity and mortality information for statistical purposes
 4. Various record systems used by health facilities
 5. Diagnostic techniques and modes of therapy as well as gross anatomy and medical terminology
 6. An understanding of the principles of effective supervision and maintenance of good public relations
 7. The Department's Equal Employment Opportunity policy and the process available to meet Equal Employment Opportunity objectives

- Ability to:**
1. Understand and conform to specific basic principles and rules of health data abstracting and coding
 2. Meet and deal tactfully with the public
 3. Communicate effectively
 4. Benefit from academic and in-service training and job experience
 5. Analyze situations accurately and take effective action
 6. Plan, organize, train and direct the activities of a group of health record technicians
 7. Effectively contribute to the Department's Equal Employment Opportunity objectives

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The **Health Record Technician II (Supervisor)** is the first supervisory level in this series. Persons in these positions supervise five or more persons doing routine coding work; review prepared abstracts for completeness, clarity and quality of content; assist in the training and instruction of records personnel in facilities providing data; may write reports of findings; and perform other related duties.

Positions exist at various institutions located throughout the state within the Department of Corrections and Rehabilitation.

VETERAN’S POINTS/
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS